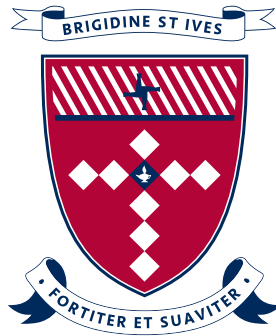


Brigidine College
St Ives

Parent Communication Handbook 2023



Brigidine College St Ives

A Kildare Ministries school in the Brigidine Tradition

College Mission Statement

We inspire our students to value learning, seek wisdom, act with integrity, and to honour their spiritual heritage.
We challenge young women to act as global citizens, with strength and gentleness in their own lives and the lives of others.

College Motto

Fortiter et Suaviter

Strength and Gentleness

This motto is common to all Brigidine Colleges.

Welcome

Welcome to Brigidine College 2023.

It is a privilege to be the Principal at Brigidine, to lead the faith, academic and pastoral life of the College. I am excited for the year ahead and welcoming your daughters for the 2023 school year. Throughout their Brigidine journey we will work with your daughters to honour and nurture their individual strengths and talents. Our motto, Strength and Gentleness, is a true and powerful statement that is at the core of a Brigidine education.



My hope is that 2023 will be a thriving and happy one for us all, and I would personally like to extend a warm welcome to your family into our Community.

This Communication Handbook provides you with an overview of key and important areas within the College to help you navigate your way through.

Warm regards

Laetitia Richmond
Principal

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College Contacts

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Director Community Engagement

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Director Administration

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Business Manager

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Year Coordinators

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Year 11	Karen Dunsmore	9988 6242	kdunsmore@brigidine.nsw.edu.au
Year 12	Nyree Lovett	9988 6317	nlovett@brigidine.nsw.edu.au

College Counsellors

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TAS

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VET

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Visual Arts

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Term Dates

Term 1

Monday 30 January: Year 7 and New Student Orientation Day
Tuesday 31 January: TERM 1 COMMENCES
Thursday 6 April: TERM 1 ENDS
Easter: Friday 7 April – Monday 10 April

Term 2

Tuesday 25 April: Anzac Day Public Holiday
Wednesday 26 April: TERM 2 COMMENCES
Monday 12 June: King's Birthday Public Holiday
Friday 23 June: TERM 2 ENDS

Term 3

Tuesday 18 July: TERM 3 COMMENCES
Friday 22 September: TERM 3 ENDS

Term 4

Monday 9 October: TERM 4 COMMENCES
Friday 1 December: TERM 4 ENDS for Students

Class Times

Parents are requested to ensure that students arrive with adequate time to be ready to commence classes at 8.25am. Dismissal takes place at the conclusion of the last lesson at 3.27pm. Students in Year 12 are permitted to go home after their last lesson for that day, after they sign out at Student Services.

NORMAL TIMETABLE Monday, Tuesday, Wednesday and Thursday	
First bell	8.25am
Mentor	8.30am – 8.45am
Period 1	8.45am – 9.42am
Period 2	9.42am – 10.39am
Recess	10.39am – 10.59am
Period 3	10.59am – 11.56am
Period 4	11.56am – 12.53pm
Lunch 1	12.53pm – 1.13pm
Lunch 2	1.13pm – 1.33pm
Period 5	1.33pm – 2.30pm
Period 6	2.30pm – 3.27pm

ASSEMBLY AND PASTORAL TIMETABLE Friday	
First bell	8.25am
Mentor	8.30am – 8.38am
Period 1	8.38am – 9.26am
Period 2	9.26am – 10.14am
Recess	10.14am - 10.34am
Period 3	10.34am – 11.22am
Period 4	11.22am – 12.10pm
Assembly or Pastoral	12.10pm – 1.10pm
Lunch 1	1.10pm – 1.30pm
Lunch 2	1.30pm – 1.51pm
Period 5	1.51pm – 2.39pm
Period 6	2.39pm – 3.27pm

Parent Portal

The Brigidine Parent Portal provides parents with discreet information about your daughter's progress in our College. This system also provides information and administration facilities for parents, students and staff.

Parents can perform such tasks as:

- notify the College of your daughter's absence
- access your daughter's school reports
- message your daughter's teachers
- book Parent Teacher Interviews
- view and pay invoiced school fees
- find information on school buses
- provide permission for excursions and activities
- view calendars
- find links to school resources and information

New families need to register for the Parent Portal and link your daughter by using the Access Key provided by the College. Please note that you can only register for the Portal using a computer, not your mobile phone or tablet. You must use a valid email address to create your account.

If you have any problems with using the Parent Portal please contact parentservices@brigidine.nsw.edu.au

Absences

Absent from School (Illness)

If your daughter is going to be absent please use the Parent Portal to notify the College. Login and select *Absences* then click the green *Notify of an Absence* button. This is the preferred method of explanation.

Alternatively, parents can phone the Absentee line on 9988 6200 (then dial 1) or email Student Services at office@brigidine.nsw.edu.au

If an explanation of absence has not been made on the day parents can provide this online. Login to the Parent Portal and select *Absences* then choose *Unexplained Absence* and complete the information in the appropriate box. Click *Submit*.

Unwell at College

Students must go to Student Services, not phone parents direct.

Departing school during school hours for an appointment

Please email your daughter's Year Coordinator. The Year Coordinator will then issue a yellow leave pass. Student will present this yellow leave pass to their teacher to leave class. The leave pass is then handed into Student Services on departure where the student is collected by their parent or guardian.

Leave during school term

For requests for future exemptions from attendance – (such as non-term holidays, surgery or external commitments) please submit the appropriate request form to the College. You can download this form from the Parent Portal under *School Forms*.

Students are expected to attend all College special activities and functions, and to stay for the entire duration of each activity. These include College Masses, Camps, Retreats and Swimming and Athletics Carnivals. It is not appropriate to request leave on these days, nor to leave early on the last day of a term.

Lateness

Students arriving at the College after 8.30am must sign in at Student Services before going to classroom areas. Parents are to contact the College via the Parent Portal, Absentee line or email office@brigidine.nsw.edu.au

Parents will be advised by SMS if their daughter is late (after 8.30am). Consistent lateness will be followed up by the Year Coordinator.

Kinkead Library



Situated adjacent to the College Green, Kinkead Library provides a comfortable, air-conditioned environment for Brigidine students. It is staffed by qualified Teacher Librarians and support staff who are available to help students use a wide range of traditional and digital information resources, including online bibliography generators. In collaboration with classroom teachers, our Library staff offer instruction in essential research skills to help students define, locate, select, organise, present and evaluate information.

Library Opening Times

Monday – Thursday	7.30am to 5.30pm
Friday	7.30am to 4.00pm

Facilities include:

- flexible teaching space with projection and video conference capability
- relaxing reading area
- large Senior Study area for Year 12 students
- charging facilities for laptops
- carrels for individual study
- two printing, scanning and copying machines
- iPads and digital cameras for student use
- two large monitors with HDMI ports to connect laptops

ICT Support

The ICT Web Help Desk can be contacted to resolve any access or service difficulties for both parents, guardians and students via email services@brigidine.nsw.edu.au or by phoning 9988 6292. The ICT Web Help Desk is open Monday to Friday from 7.30am to 4.30pm during term time and 8.00am to 4.00pm during non-term time.

CANVAS

Canvas is our online classroom for Years 7-12. It is a central location that connects students with every aspect of their learning.

On Canvas students can:

- engage with online content and learning resources
- view homework and assessment tasks
- submit work and view feedback
- participate in discussions
- collaborate with their peers
- communicate with their teacher



School Reports

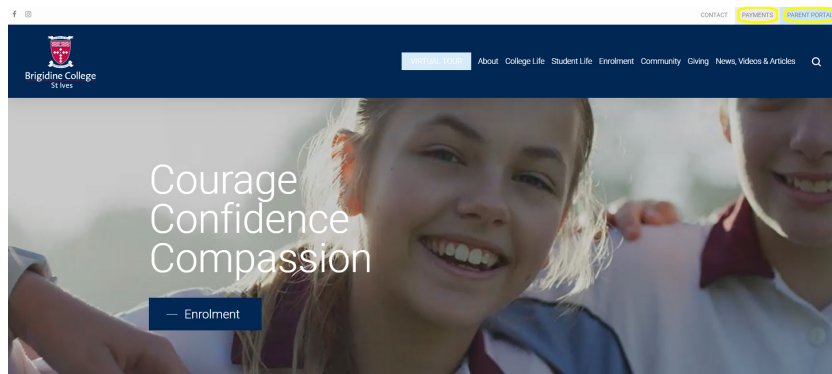
School reports are distributed twice a year:

- Terms 2 and 4 for Years 7-10
- Terms 1 and 3 for Years 11 and 12

Parents can access reports via the Parent Portal. Simply click on your daughter's name then go to *Academic Reports*.

Website

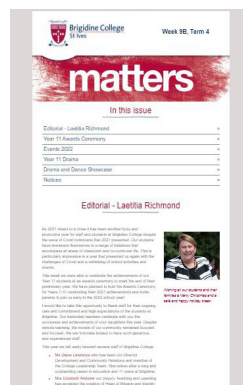
The Brigidine College St Ives website www.brigidine.nsw.edu.au provides a great deal of information about the College. Links to the Parent Portal and can be accessed from the homepage of the website.



Matters

Matters is the College's fortnightly e-newsletter and serves as the official communication between parents and the College. It is intended to keep parents informed of the activities of the College and to promote College events.

Matters is emailed to parents, staff and students every second Friday and published on the homepage of the Parent Portal under *Newsletters*.



The Bridge

Published biannually, *The Bridge* is relevant to the whole school community and keeps readers in contact with Brigidine College St Ives. It includes articles relating to the curriculum, special events, achievements, sports and cocurricular activities, along with updates of alumni news, reunions and accomplishments.



Social Media

We encourage the Brigidine community to follow what is happening at the College via our Facebook, YouTube and Instagram pages. Links to these platforms can be found on the homepage of the College website.

Facebook	@brigidine.stives
Youtube	@BrigidineStIves
Instagram	@brigidinecollegestives



College Diary

At the beginning of the school year, Year 7 and 8 students will be issued with a Student Handbook which is for College use – it should not be considered as a private diary.

Years 9 to 12 students will be sent an electronic version of the Student Handbook via Canvas and manage their calendar and school tasks using Sentral.

Cocurricular

Brigidine College has an extensive cocurricular program with regular opportunities for students to participate in music, dance, drama, sport, speech, debating, the Duke of Edinburgh Award and the many special interest clubs.

The Program and Timing

The cocurricular program is voluntary and in most instances attracts an additional registration fee. Activities are run on a term basis, such as sport, or over multiple terms, semesters or on an annual basis. Activities are held before or after school and on weekends.

Registration, Notification, Permission, Communication and Uniform

The registration process for cocurricular activities is ongoing and reflects the activities timing and seasonal variances throughout the year. Students and parents are notified via email when registrations open with links to online registration forms. These forms provide additional details relating to each activity, such as trial dates, training and rehearsal requirements, costs and uniform requirements.

In addition to email communication, the Sports Department uses the Team App for daily and weekly team specific communications and announcements such as venues, timings, ground closures and cancellations. Families registered to play sport will be invited to use Team App with instructions via the Sports Department.

Invoicing and Payments

Parents are separately invoiced for any cocurricular activity fees via the Parent Portal once an activity has commenced.

Clubs

Many interest groups titled 'Clubs' operate throughout the year. Clubs are generally low cost or fee free activities run by senior student leaders with academic staff support during lunchtimes, either weekly or fortnightly.

Canteen

The College canteen offers freshly prepared food options and operates daily with online ordering of lunches. Cash sales and EFTPOS are available at breakfast, recess and lunch for over the counter items. The canteen opens at 7.30am Monday to Friday and serves breakfast, morning tea and lunch.

Menu options, prices and daily specials can be viewed via your QuickCliq account. You can order online any time up to one week in advance. Daily orders need to be submitted by 7.30am.

The menu and your QuickCliq account can be accessed via the College website under *College Life* > *Canteen*.



To register for QuickCliq go to www.quickcliq.com.au/register and select *Register as a Parent*.

Uniform Shop

The College Uniform Shop run by Focus Uniforms, is located next to the College Green, directly below Reception. The Uniform Shop is open during term time on Tuesday and Friday from 8am to 4pm.

To make online purchases please go to www.focusuniforms.com.au and select *Brigidine College St Ives Store* from the top menu bar. Parents will need to set up an account prior to making purchases.

Please follow these instructions to set up your Focus Uniforms account:

- Go to www.focusuniforms.com.au
- click the person symbol on the top right-hand corner
- click the Create Account icon and complete the details and click Create
- complete the information requested
- you are now logged in and ready to place orders

P&F

All parents and friends of the College are invited and encouraged to be involved in the Parents & Friends community, it's a wonderful way to meet other parents, College staff, keep in touch with what is happening at the College and be an active part of the school community.

Further information can be found on the College website under *Community > Parents & Friends*.

Parents may contact P&F President, Julie Charlton via email pandf@brigidine.nsw.edu.au

The Board

Board Directors are appointed by the Trustees of Kildare Ministries* to govern the College in the areas of strategy, risk, finance and governance and to plan for the ongoing development of the College.

The Principal of the College is appointed by the Board and is charged with the responsibility of leading and administering the College.

Board Members:

Ms Kitty Guerin (Chair)

Mrs Michelle Dixon (Deputy Chair)

Mr Richard Luxford (Company Secretary)

Ms Dawn Carroll

Mr Steven Graham

Prof Bridget Griffen-Foley

Sister Ailsa Mackinnon

Mr Craig Tucker

If you would like to contact the Board, please email board@brigidine.nsw.edu.au

**Kildare Ministries was established as a Public Juridic Person (PJP) at the request of the Congregation of the Sisters of St Brigid (Brigidine Sisters) to succeed and to carry on the ministries previously conducted by the Brigidine Sisters in Australia. www.kildareministries.org.au*

Alumni



Since the first pupils of the school graduated in 1957, Brigidine College St Ives Alumni has been a place where memories are shared, friendships maintained and enriched and support for the College given.

The alumni today are a group of over 7000 women, all of whom share the common experience of having attended Brigidine College St Ives. We are extremely proud of all they represent in our past, present and future. They are outstanding examples of the generations of strong and gentle women the College has helped to shape. It is these women who represent the College in the wider community, and who provide inspiration and courage to your daughters.

Being part of this special community means our alumni can come together, celebrate, and remember their College days through reunions and special events, but also provide inspiration and guidance to our current students in areas such as mentoring, guest speaking, or sharing their life experiences in articles for the Bridge or on our Alumni Wall of Inspiration.

Every student who has attended the College during its 69 year history automatically becomes an alumni member of the community and we are thrilled when alumni choose to enrol their daughters or granddaughters at the College to carry on the tradition.

Giving at Brigidine

As with most independent schools, Brigidine College uses tuition fees to pay for the operating costs of the school. The College therefore relies of the generosity of its community to help fund and deliver other projects including major building works required to maintain the standard of teaching and resources to facilitate 21st century learning and to create inspiring learning environments. Today our girls are enjoying the generosity of past generations and we look forward to providing a financial base to ensure the College's future independence.

At Brigidine we have the following giving programs:

- Annual Giving
- Building Fund levy
- Sponsorship and Corporate Partnerships
- Take a seat!
- Bursary Support

2023 Student Leaders

College Captain

Sarah Hudson

College Vice Captain

Daisy Daddo

Senior Captains

Scarlett Davies

Jessica Hildebrandt

Ella Marks

Abigail Mills

Amelia Newton

Olivia Noble

Genna Papaioannou

Alexis Pridgen

Year Ambassadors

Sabina Arianayagam, Maria Ayoub,
SophiaBignold, Georgia Dewar, Charlotte Lee

House Captains

Fatima: Molly Baczkowski, Keeley Holmes

Kildare: Eloise Bradbury, Emilie Huxley

Lourdes: Scarlett Judd, Lola Meikle

Prague: Alana Reddy, Sienna Wilson

2023 Student Leaders

Cocurricular Captains

AFL	Olivia Byrne
Art	Samsara Crowe, Alessia Marrocco
Athletics/Cross Country	Keeley Holmes
Basketball	Alana Reddy
Dance	Erika Barnier, Elif Caner
Debating	Lulu La Ganza, Zara Macilquham
Drama	Bailey Haynes, Grace Uther
Duke of Edinburgh	Madison Lisle, Jessica Tillotson
Football	Lola Vallaydam
Hockey	Sophie Osborne
Music	Charlotte Sim
Musical	Sophia Bignold
Netball	Hannah Thonell
Rugby 7s	Scarlett Rowland-Smith
Social Justice	Maria Ayoub, Anai Fensom
Softball	Kirra Gilchrist
Sports Aerobics	Jessica Rheinberger, Sophie Temple
Swimming	Taylor Bradac
Tennis/Tildesley	Charlotte Sim
Touch Football	Ashleigh Cunningham
Volleyball	Raya Santos
Water Polo	Isabella Brooker

Quick Reference Directory

Reception	9988 6200	office@brigidine.nsw.edu.au <i>(7.00am to 6.00pm term time)</i>
Principal		
Laetitia Richmond	9988 6215	principal@brigidine.nsw.edu.au
Deputy Principal Teaching and Learning		
Leone Smyth	9988 62261	lsmyth@brigidine.nsw.edu.au
Deputy Principal Faith and Mission		
Brian Loughland	9988 6219	bloughland@brigidine.nsw.edu.au
Director Student Wellbeing		
Sia Mastro	9988 6256	smastro@brigidine.nsw.edu.au
College Counsellors		counsellor@brigidine.nsw.edu.au
Careers Office	9988 6265	careers@brigidine.nsw.edu.au
Enrolments		enrolments@brigidine.nsw.edu.au
ICT	9988 6292	services@brigidine.nsw.edu.au <i>(7.30am to 4.30pm term time)</i>

Quick Reference Directory

Year Coordinators

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Year 8

Anne Reading 9988 6224 areading@brigidine.nsw.edu.au

Year 9

Kate Ryder 9988 6223 kryder@brigidine.nsw.edu.au

Year 10

Donna Kuper 9988 6227 dkuper@brigidine.nsw.edu.au

Year 11

Karen Dunsmore 9988 6242 kdunsmore@brigidine.nsw.edu.au

Year 12

Nyree Lovett 9988 6317 nlovett@brigidine.nsw.edu.au

Cocurricular Enquiries

Director Cocurricular

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Dance Convenor

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Debating

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Duke of Ed Convenor

Skye Wachter 9988 6296 swacher@brigidine.nsw.edu.au

Head of Cocurricular Music

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Head of Sport

Claire Hatherell 9988 6355 chatherell@brigidine.nsw.edu.au

College Map

